



INTERNATIONAL STUDENT

> REFUND + WITHDRAWAL FORM

This icon appears in sections where additional documentation must be attached.

STUDENT DETAILS

Please print your name as it appears in your passport. All fields requiring date/s to be filled in DD/MM/YY format unless specified.

File reference number: Title (Mrs, Miss, Ms, Mr etc): Date of birth:

Family name: Given name(s):

Number + Street:

Suburb: Postcode/Zip code:

Telephone: Mobile: Email:

WITHDRAWAL COURSE DETAILS

Course you wish to withdraw from: The last date you will attend classes:

If you are withdrawing due to visa refusal or due to exceptional circumstances please attach evidence to this form.

Please explain the reason you wish to withdraw and/or seek a refund:

Release letter

When withdrawing to attend another institution a release letter is required for all students who have not completed 6 months of their principal course. The principal course is defined as the highest qualification for which you have been issued a Confirmation of Enrolment (CoE).

Are you withdrawing to attend another Institution (not a TAFE International Western Australian college)? Yes No

If yes, you must complete a **Release Letter Request Form** located at tafeinternational.wa.edu.au/forms

If your Release is not approved do you still wish to proceed with this withdrawal? Yes No

REFUND DETAILS

Complete this section if a refund is due. For information regarding your eligibility for a refund, please visit tafeinternational.wa.edu.au/refundpolicy

Reasons why a refund cannot be processed:

- > The funds for the refund has are not available (cheques have not cleared, telegraphic transfers have not been received)
- > The signature of the student does not match the signature of the student file.
- > Copies of the supporting documents are not provided.
- > If incorrect banking details are provided.

Account Details

Please indicate if this transfer is to you (self) or a Third Party's account.

- Self (or if under the age of 18- parent/guardian)
- Third Party (employer, parents, sponsor, family member etc.)

If Third Party, please provide:

Family name: Given name(s):

Relationship to you:

Address:

Telephone: Mobile: Email:

Please select one payment type:

Please note: Fees paid by credit card within the last 12 months will be refunded to the same credit card

- Electronic funds transfer (Australian bank account)
- International money transfer (Overseas bank account)

Electronic funds transfer

Account holder's name:

Account number: BSB (Australia only):

Bank name:

International money transfer

Account holder's name:

Account number: SWIFT code:

IBAN (Europe, Mauritius and Pakistan): IFSC (India):

Bank name:

Bank address:

Bank phone:

All refunds will be paid in Australian dollars (\$AUD), where this is not possible refunds will be paid in United States dollars (\$USD).

DECLARATION

If the refund method selected is via a third party, I accept that by signing this form I have authorised TIWA to pay my refund payment to the third party account holder as specified on this form. I accept that any fees owing to TIWA will be deducted from any refund payable.

I declare that the information on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I hereby acknowledge that this refund application will be processed in accordance with the TIWA **Refund Policy**, which I have read and understood.

Student name: Signature: Date:

If the student is under the age of 18 this declaration must also be signed by a parent/guardian.

Parent / Legal guardian name: Signature: Date:

SUBMIT THIS FORM

Please send your completed form to admissions.tiwa@dtwd.wa.gov.au and ensure that total email attachments are under 6MB. Please note the outcome will be sent to the email address you have supplied.